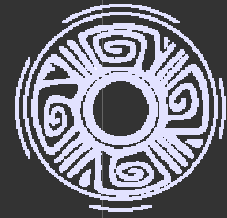


Washington State
Public Works Board
Public Works Trust Fund
Planning Loan Program



Application Forms

	Planning Loan Program
Eligible Systems	Bridges Roads and Streets Domestic Water Systems Sanitary Sewer Systems Storm Water Systems Solid Waste and Recycling Systems
Maximum Loan	\$100,000 per plan
Interest Rate	0%
Match Term	0%
Repayment Term	6 years
Submittal Date	Open Year Round

Submit one (1) original and one (1) copy

Mail or Ship to:

Public Works Board
Evergreen Plaza Bldg
711 Capitol Way – Suite 102
Post Office Box 48319
Olympia WA 98504-8319
(360) 725-5000

Hand Deliver to:

Public Works Board
Evergreen Plaza Bldg
711 Capitol Way – Suite 102
Olympia, Washington

Visit the Board's Website at www.pwb.wa.gov

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PWTF Planning Application Forms

SECTION I: APPLICANT INFORMATION

Borrower:	
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Population within Jurisdiction:	
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Federal Tax ID #:			-								City:	
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State:		Zip Code:						-				
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Project Title:	
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Project Description:	
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County:	
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Congressional District:		Legislative District:	
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Indicate which of the following public works systems will be covered by the proposed plan:	<input type="checkbox"/> Bridge	<input type="checkbox"/> Road	<input type="checkbox"/> Domestic Water
	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Solid Waste/Recycling

Contact Person:	
-----------------	--

Street Address:	
-----------------	--

Mailing Address:	
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Telephone:	(_ _ _) _ _ - _ _ _ _	FAX:	(_ _ _) _ _ - _ _ _ _	Email Address:	
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Did a consultant prepare this application:	<input type="checkbox"/> YES <input type="checkbox"/> NO
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If "YES", Name:		Telephone:	(_ _ _) _ _ - _ _ _ _
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Total Project Cost:	\$
---------------------	----

PWTF Loan Request:	\$
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SECTION II: PROJECT FUNDING AND SCHEDULE**A. Estimated Plan Development Costs**

Activity	Eligible Activities	Non-Eligible Activities	Total Planning Costs
	\$		
	\$		
	\$		
	\$		
Other Fees	\$		
Contingency (____%)	\$		

TOTAL ESTIMATED COSTS	\$
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How were these estimates made?

When were these estimates made?

__ / __

HB 1204 passed during the 1999 Legislative session, requiring funding agencies to report on the costs of environmental projects. An environmental project is defined as: ***“Land acquisition, facility construction, or other activity providing environmental protections, restoration, enhancement, or compensatory mitigation undertaken by state agencies or funded by state financial assistance programs.”***

Does any component of this project meet this definition?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If “YES”, then approximately how much of the proceeds from this loan, if awarded, will be used to fund the environmental components?	\$

B. Estimated Schedule for Plan completion

Activity	Estimated Completion Date
Loan Agreement Signed (anticipated):	__ / __
Professional Services Contract in Place:	__ / __
Final Adoption Scheduled:	__ / __
Close-out Report Completed:	__ / __

C. Plan Development Funding

Funding Source	Amount	Status
#1	\$	
#2	\$	
<i>This PWTF Request</i>	\$	
Total Grants	\$	

SECTION III: ELIGIBILITY REQUIREMENTS

Public Works Board staff will verify A, and B eligibility requirements with the appropriate agencies

A. For counties, cities, and towns only:

In order to be eligible for funding, your jurisdiction must have adopted the optional local one-quarter of one percent (.25%) Real Estate Excise Tax (REET) on the sale of real property as permitted by RCW 82.46.010(2) by the time of application?

B. For Jurisdictions Planning Under the Growth Management Act

In order to be eligible for funding, all counties, cities, and towns planning under the Growth Management Act (GMA) must have adopted their Comprehensive Plan and Development Regulations by the Act's designated deadlines or the PWTF application deadline, whichever is later (RCW 36.70A.040). This also includes having no Findings of Non-Compliance or Invalidity Orders pending. For questions regarding your GMA status, contact the Growth Management Unit at (360) 725-3045. *(Public Works Board Staff will be verifying GMA conformance)*

C. For Jurisdictions Not Planning under the Growth Management Act

1. Check all systems owned by the jurisdiction.	<input type="checkbox"/> Bridge	<input type="checkbox"/> Road	<input type="checkbox"/> Domestic Water
	<input type="checkbox"/> Sanitary Sewer	<input type="checkbox"/> Storm Sewer	<input type="checkbox"/> Solid Waste/Recycling

2. Does each system checked above have an approved Capital Facilities Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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3. Do the Capital Facilities Plans meet all requirements found below?	<input type="checkbox"/> YES <input type="checkbox"/> NO
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If you do not meet questions A,B, and/or C,
Stop here and contact the Public Works Board, at (360) 725-5000

The Board requires that special purpose districts show consistency with the Comprehensive Land Use Plans of the jurisdiction(s) in which they provide service.

D. For special purpose districts within counties, cities, or towns involved in Growth Management planning.

The Legislature requires the Public Works Board to collect the following data. (This data has no impact on the eligibility or rating of this application.)

1. Have the timelines for adopting its Comprehensive Plan been met by the jurisdiction in which this district operates?

☐ YES ☐ NO

2. Have the timelines for adopting its Development Regulations been met by the jurisdiction in which this district operates?

☐ YES ☐ NO

3. Has the Growth Hearing Board issued a Finding of Non-Compliance or an Invalidity Order against the jurisdiction in which the district operates?

☐ YES ☐ NO

If "YES", when is this expected to be resolved?

__ / __ / __

SECTION IV: PROJECT NEED

- A. This section identifies the local conditions that the community wants to create, enhance, or change. Describe the community's situation, the opportunities it embraces or problems it faces. Describe how your community determines its most important needs.
- B. Provide a Scope of Works for the project. Specify major tasks, milestones, participants, area of coordination, and the final product expected from your proposed project (see Guidelines for Public Works Board Standards on Capital Facilities Plans). Be specific in your response.
- C. The standard term of this loan is six (6) years, with a zero percent (0%) interest rate. If your preferred loan term is shorter than this, please indicate year(s): _____

Note: The public Works Board staff will begin the contracting process immediately upon Public Works Board approval. Loan recipients must sign a Loan Agreement within 90 days of receiving the Agreement from the Public Works Board staff. Public Works Planning projects must be completed within 18 months of Loan Agreement execution.

APPLICANT CERTIFICATION

WHEREAS, _____, is applying to the Washington State Public Works Trust Fund program for a loan for an eligible project; and

WHEREAS, RCW 43.155.070 requires that applicants planning under RCW 36.70A.040 must have adopted comprehensive plans in conformance with the requirements of chapter 36.70A RCW, and must have adopted development regulations in conformance with the requirements of chapter 36.70A RCW; and

WHEREAS, RCW 43.155.070 requires that county and city applicants must have adopted the local optional one-quarter of one percent Real Estate Excise Tax, as described in Chapter 82.46 RCW; and

WHEREAS, the local governing body has approved submission of this application for a Public Works Trust Fund loan; and

WHEREAS, it is recognized and acknowledged that the entire application packet consists of the Application Forms, and the Application Guidelines, of which contain policy and procedural information applicable to the program. Only the Application Forms must be returned for review by the Public Works Board; and

WHEREAS, RCW 43.155.060 requires that the project will be advertised for competitive bids and administered according to standard local procedure; and

WHEREAS, any loan arising from this application constitutes a debt to be repaid, and (person/title) _____ has reviewed and concluded it has the necessary capacity to repay such a loan; and

WHEREAS, the information provided in this application is true and correct to the best of the signatory's belief and knowledge and it is understood that the state may verify information, and that untruthful or misleading information may be cause for rejection of this application or termination of any subsequent loan agreement.

NOW THEREFORE, (name of local government) _____ certifies that it meets these requirements, and further that it intends to enter into a loan agreement with the Department of Community, Trade and Economic Development, on behalf of the Public Works Board, provided that the terms and conditions for a Public Works Trust Fund loan are satisfactory to both parties.

Signed:	
Title	
Phone Number:	
Date:	
ATTEST:	

CERTIFICATION BY PREPARER OF APPLICATION
(Staff Member or Consultant)

WHEREAS, _____ has prepared this application for a Washington State Public Works Trust Fund loan; and

WHEREAS, the preparer recognizes and acknowledges that the entire application packet consists of Application Forms, and Application Guidelines, all of which contain policy and procedural information applicable to the program, and that only the Application Forms must be returned for review by the Public Works Board; and

WHEREAS, the preparer recognizes and acknowledges that the information in the Application Forms is the only information, which will be considered in the evaluation process; and

WHEREAS, the information provided in this application is true and correct to the best of the preparer's belief and knowledge; and

NOW THEREFORE, _____ recognizes and acknowledges the above declarations and certifies that this application meets the above requirements.

Signed:	
Title	
Phone Number:	
Date:	
ATTEST:	